

Executive for A & M

22 March 1948

Assistant General Counsel

Awards to CIA Employees for Meritorious Suggestions.

The following suggestions are made in connection with the draft of 16 March 1948, subject as above:

1. Paragraph 3(c) provides for certain types of awards where the suggestion does not merit a cash award. The possibility might be considered of presenting an employee with an appropriate certificate even when his suggestion merits a cash award. The certificate being more permanent than the cash, an employee might value having it in his files.
2. It is felt that the second sentence of paragraph 4 would be more appropriately placed in paragraph 5 as one of the bases for an award is the fact that the suggestion falls outside the normal responsibilities of the duties of the suggester.
3. It is felt that the phrase "of any nature" in the next to last line of paragraph 5(d) is too broad, and that this sentence should be revised to read substantially as follows: "shall not form the basis of any further claim, arising from the accepted suggestion, upon the United States by the recipient, his heirs or assigns."
4. It is felt that the language in paragraph 7(a) is ambiguous and does not state clearly whether the record to be placed in the employee's personnel file is a record of the suggestion made or a record as to whether or not an award was granted. It is believed that the intent of the paragraph is to place a record in the file indicating that a suggestion of merit was made together with any additional information.
5. As a matter of form it is considered preferable in the instruction to capitalize the first letter in the word "Agency" where it refers to CIA and "Committee" when it refers to the Committee on Awards for Meritorious Suggestions.